

WINTER RECREATION PROGRAM STANDARD INSTRUCTIONS TO BIDDERS

REVISED 10/04/05

This section contains instructions regarding the preparation and submission of bids, proposals, or quotations.

1. BIDDER'S RESPONSIBILITIES

Read and understand the Invitation for Bid (IFB) and all attachments.

Seek clarifications if necessary.

Become familiar with, and abide by, applicable federal laws, state and local statutes, regulations, and ordinances.

Visit delivery and service locations as required. Become familiar with and verify any environmental factors that may impact current or future pricing.

2. QUESTIONS & INQUIRIES

All questions related to the IFB be directed to the State Procurement Officer. Inquiries shall be in writing (email is acceptable) and shall reference the appropriate section and paragraph number. Questions received less than ten (10) calendar days prior to bid opening may not be considered. Only questions answered by written amendment are binding. Oral interpretations have no legal effect.

3. PREPARATION OF BID

Due Date and Time: Original, signed, sealed bids must be received at the specified location on or before the specified date and time. Late bids will be returned unopened.

Format: Bids shall be submitted on the forms provided in the IFB which may be copied. Bids must be typewritten or in ink and signed in ink by the contractor's authorized representative. Incomplete or unsigned bids will be rejected with consideration of alternate action available per WAC 236-48-071. Electronically submitted bids will not be accepted.

Note: In a joint effort to save costs, reduce waste and produce energy savings, Proposers are encouraged to use double-sided printing and recyclable materials. Proposers are highly encouraged to refrain from submitting IFB responses in 3-ring binders, spiral bindings, and/or other non-recyclable presentation folders.

Prices: Bidders shall extend unit pricing as required. In the event of an error in the extension of prices, the unit price shall prevail. Bid prices shall include all associated costs and remain firm for ninety calendar days after bid opening date. Bid prices shall not include sales tax.

Identification: Bid(s) must be submitted in a sealed envelope, addressed as shown below and clearly marked on outside of envelope 'SEALED BID':

Bidders Return Address

Bid Number:

Opening Date:

State Procurement Officer's Name

WA State Parks and Recreation

Commission

7150 CLEANWATER LANE

P.O. Box 42650

OLYMPIA, WA 98504-2650

4. WITHDRAWAL OR MODIFICATION OF BID

Prior to submittal: Bid changes or modifications shall be initialed in ink by a contractor's representative.

After submittal: At any time prior to the date and time set for opening, the bidder may, upon written request, modify or withdraw the bid.

After bid opening: No bid shall be altered or amended. The Director or designee may allow a bid to be withdrawn if the bidder demonstrates that they miscalculated bid prices. A low bidder, who claims error and fails to enter into a contract with the Agency, shall be prohibited from bidding on the same commodity or service if the requirement is subsequently rebid by the Agency. Negligence in preparing a bid does not give a bidder the right to withdraw their bid after opening.

5. BID OPENING

Only the name of the bidder and the time of receipt are read aloud at the time of the bid opening. The reading does not determine award of the contract. All bids submitted become the property of the Agency and is a matter of public record.

6. AWARD

Upon award, notification will be sent to all participating bidders. Bid results will not be given over the phone. Additional information may be obtained by:

Calling the State Park's Records Analyst at (360) 902-8636

7. CONTRACT FORMATION

Your bid response to the IFB is an offer to contract with the Agency. The Agency will send the contract after the bid has been awarded.

8. INTERNET BIDDERS

If you received a copy of this bid through the Internet, please note that the system is designed to keep track of businesses that have received a specific document. Therefore, it is also the bidder's responsibility to check the Internet page for amendment, or modifications prior to submitting a bid or proposal. The Agency accepts no liability and will provide no accommodation to bidders who fail to check for amendment and submit inadequate or incorrect responses. Bidders should be sure to check the Amendment last issued field or contact the STATE PROCUREMENT OFFICER to ensure they have the most recent information.

9. AFFIRMATIVE EFFORTS TO INCREASE MWBE'S PARTICIPATION BY

A. Mandatory Efforts Bidders/Proposers shall provide MWBE's that express interest with adequate and timely information about plans, specifications, and requirements of the Contract.

B. Voluntary Efforts Bidders/Proposers/Contractors are encouraged to:

Break down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by MWBE's and other small businesses.

Establish delivery schedules, where the requirements of this contract permit, that encourage participation by MWBE's and other small businesses.

Reduce bonding requirements where practicable.

Utilize the services of available minority community organizations, minority contractor groups, local minority assistance offices and organizations that provide assistance in the recruitment and placement of MWBE's and other small businesses. Advertise for subcontractors or suppliers in a manner reasonably designed to provide MWBE's capable of performing the work with timely notice of such opportunities. All advertisements should include a provision encouraging participation by MWBE firms. Advertising may be done through general advertisements or by soliciting bids/proposals directly from MWBE's.

The actions described in this section should supplement efforts to provide information to all qualified firms, and nothing in this section is intended to prevent or discourage the Bidders/Proposers/Contractors from inviting bids or proposals for participation from non-MWBE firms as well as MWBE firms.